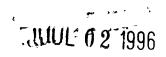


## **DEFENSE LOGISTICS AGENCY**

THE DEFENSE CONTRACT MANAGEMENT COMMAND 8725 JOHN J. KINGMAN ROAD, SUITE 2533 FT. BELVOIR, VIRGINIA 22060-6221



## MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT DISTRICTS

SUBJECT: DCMC Memorandum No.96-15, Department of Defense (DOD) Acquisition Deskbook (INFORMATION)

This is an INFORMATION memorandum. It expires when content is included in **DLAD** 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All **DCMC** Employees.

This memorandum addresses information discussed during the June 17,1996, VTC feature on Internal Process Standardization. Two copies of the DOD Acquisition Deskbook automated reference tool, in CD Rom format, have been mailed and should be received by each of your field activity offices, customer liaisons, and remote site personnel, in the next week or two. Please provide the widest possible dissemination of this tool, which is in its Operational Test and Evaluation Phase. For optimum performance, the Deskbook system runs best when installed on a network server. The system is also available by accessing the Deskbook world wide web site at URL address: http://deskbook.af.mil/deskbook.html and downloading using "ftp" onto a laptop or personal computer.

Each CD received through the mail will contain a Quick Reference Booklet for more information about the Deskbook system. Along with the Federal Acquisition Regulation, Defense Federal Acquisition Regulation Supplement, Service and Agency acquisition regulations, this test release of the Deskbook contains the latest version of our DLAD 5000.4, Contract Management (One Book), dated Nov/Dec 95 (same as our Defense Contract Management Command (DCMC) Homepage version). The first official release of the Deskbook is scheduled for July 31,1996. This release will be distributed in the same manner and will contain the June 96 update to our One Book.

Please request that all DCMC personnel take the time to access and test the Deskbook's capabilities. We think they will find them very beneficial. Personnel should direct any comments they may have directly to the Deskbook Joint Program Office (JPO). Information about the JPO is provided on the first page of the Deskbook and in the Quick Reference Booklet. A copy of any comments should also be provided to Ms. Carol Collins, DCMC-AQOJ, via FAX (703) 767-2363 or DSN 427-2363, or via E-mail message at Internet address:

 $carol\_collins@hq.\,dla.mil.$  For additional information, Ms. Collins may be reached on (703) 767-2352 or DSN 427-2352.

JELE PETTIBONE

Executive Director

Contract Management Policy